

FILED : *[Signature]*  
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RECORDS SERVICES DIVISION  
GENERAL SERVICES OFFICE

17 February 1954

ATTENTION :  
25X1A9a

Personnel Office  
Mr. [REDACTED] Placement Officer  
Chief, Records Management Branch, MIS  
Office of Comptroller  
Change in Career Designation

25X1A9a 1. Attached is the official personnel folder for [REDACTED] 25X1A9a  
[REDACTED] This folder was handed to Mr. [REDACTED] of 25X1A9a  
the Personnel Office with the request that the proposed personnel  
action, transferring the career designation from the General  
Services Office to the Logistics Office, be effected.

25X1A9a 2. As a result of a discussion with Mr. [REDACTED] Chief, 25X1A9a  
Administrative Staff, Logistics Office, it was determined that  
the major duties of the position to which Miss [REDACTED] was assigned 25X1A9a  
pertained to records management. While it is true that she has  
performed many duties of a general administrative nature, this  
should not have any effect on her career designation because it  
was indicated by Mr. [REDACTED] that this was a temporary situation  
and it is the intention of the Logistics Office to remove the ad-  
ministrative duties from Miss [REDACTED] and permit her to devote her  
full time to records management.

25X1A9a 3. Miss [REDACTED] was designated Records Management Officer for  
the Logistics Office on 8 July 1953 through the issuance of a  
Logistics Notice No. 40-6-1. Under these circumstances, it would  
appear that Miss [REDACTED]'s career designation should be attached  
to the function of records management. At present, this function  
is under the jurisdiction of the Office of the Comptroller.

25X1A9a  
[REDACTED]

Attachment *[Signature]*

Orig. & 1 - addressee  
1 - Parker  
1 - file

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT